

## **Benchmark Code Request Procedures**

The Government will copy the benchmark codes and data to vendor-supplied tapes. Interested vendors are required to send tapes to the address below (see#2). The benchmark codes and data will be copied to the vendor-supplied tapes and then will be returned to the vendor. This will take place in two shipments in order to ensure timely delivery of the data to the vendor. (Some of the benchmarks and associated data are not ready as of this date. Once finalized, they will be sent in the second shipment.) Due to the large number of competitive vendors as well as the size of the benchmark data, the following procedures must be adhered to:

1. Collect and Package the following Items:

- Five (5) DLT (IV) Tapes (Each tape must have a 40GB Native capacity)
- Label each tape with company name and point of contact.
- Enclose return shipping documents and packaging for **two shipments** to ensure pre-paid return shipment utilizing a **TRACEABLE** shipping method.
- Enclose company contact information to include:
  - Name of Company
  - Name of “Point of Contact”
  - Complete Address of Company
  - Phone Number
  - Email Address (Optional)

2. Send the entire package to:

Scott Nahman  
Forecast Systems Laboratory  
325 Broadway  
R/FST  
Building: 33, Room 2B406  
Boulder, Colorado 80305  
Office: 303-497-5349  
Email: Scott.Nahman@noaa.gov

3. Allow two business days to make the copies and additional return shipping days based upon your method of shipment for the initial shipment.
4. The Government is not responsible for lost tapes.